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PA08-11

## MEMORANDUM

**TO:** Agency Health Benefits Administrators of Participating Agencies  
**FROM:** Employee Benefits Division  
**SUBJECT:** Announcing Online Quick Order PA packages  
**DATE:** June 30, 2008

We are happy to announce Quick Order NYSHIP publication packages for your new hires and new retirees. Now, along with your regular selections on HBA Online, we have added an online “Quick Order” option. NOTE: There is no paper option available for this new service. If you need assistance with accessing HBA Online, contact the Help Desk at 1-800-HBA-EMS1 (1-800-422-3671).

We have created a customized package for Core Only and Core Plus options. All you have to do is fill in the enrollee’s name, address, your name and agency information as the ordering HBA, and we will assemble the package with the most up-to-date materials and mail it to the address you have provided for your new hire or new retiree.



These new packages are different from the Mandated Packages. The Mandated Packages provide HIPAA, Privacy and COBRA information. These packages provide all of the current NYSHIP publications a new enrollee or retiree will need. In order to reduce the weight, we have offered a few pieces and videos as self-ordering options, but all of the essentials are in the package.

If you would like to see a sample, just go to the Quick Order form on HBA Online and fill in the form, addressed to you as if you were the new hire or new retiree. Simply send a sample or two to yourself!

We will continue to maintain the regular Publications Supply Request Order forms so that you can order specific pieces that you might need in your office, *but we think you are going to like this new option.* And, if it proves as successful as we hope, we may adjust the quantity of materials that we ship to you automatically.

We think our two week response time should be well within the NYSHIP waiting periods. As we get this process underway, we expect to shorten the time it takes from order to delivery.

The Quick Order form is up on HBA Online. Go to Publications and Forms and look under Participating Agencies and select Core or Core Plus. **Order your sample today!** And, order for your enrollees. If you have large numbers of enrollees, please call Communications and we’ll try to accommodate your needs.

If you have questions or want to comment, please call EBD Communications at 518-457-7577.